



CANADA'S SPORTS  
HALL OF FAME  
PANTHÉON DES  
SPORTS CANADIENS

Canada's Sports Hall of Fame seeks to hire a Lead Curator from mid June 2021 – December 24, 2021 to oversee the return of artefact loans and packing up 110,000 artefacts/archival materials in preparation to move the collection to a new off-site location. The Lead Curator will work directly with the Vice-President & COO on this project.

#### RESPONSIBILITIES

- To create a detailed plan for the packing of all artefacts in Canada's Sports Hall of Fame collections in preparation to move to an off-site location. The collections include, but are not limited to the following types of items.
  - a) photographs/negatives (framed and in acid-free boxes)
  - b) Olympic Torches
  - c) Medals
  - d) Trophies
  - e) Models
  - f) Rolled Textiles
  - g) Sport Equipment
  - h) Artwork
  - i) Firearms
  - j) Numismatics
  - k) Numerous large items including boats, kayaks, statues and a bobsled
  - l) Other various items
- To hire a team of curators to assist with the various aspects of the project including packing, organizing, completing detailed inventories, packing lists, and updating current PP5 database with new locations in preparation to download and transfer all data.
- To prepare detailed budget for all aspects of the collection move including staffing costs, dismantling costs, packing materials, etc.
- To liaise with moving company to coordinate all aspects of the move, including loading the tractor trailers, ensuring proper insurance coverage, etc.
- To coordinate the dismantle of artefacts within all CSHoF galleries starting with the loans and then coordinating the remaining items to be dismantled, cleaned and returned to their storage locations.

- Attend weekly meetings to develop work plans and confirm schedules.
- Assist with the compilation/inventory of all collection records both physical and digital. This will include accession reports, ledgers, gift agreements, appraisals and digital photos.
- Assist with the organization of all intangible collection items and re-organizing their locations within the collections storage spaces. There will be a CSJ assistant hired for a 10 week period that will also assist with this part of the project commencing July 5, 2021.
- Other duties as assigned.

## QUALIFICATIONS

- Should be a graduate of a museum studies, conservation, collections management, sport history program or sport/recreation management program and have at least 5-8 years of direct curatorial experience working with and handling all types of artefacts.
- Should have excellent interpersonal skills, excellent writing skills, organizational skills and an ability to work in a fast-paced environment, and be able to meet deliverables.
- Experience in working with all types of artefacts is essential including three dimensional items, clothing/textiles, archival materials, sound and moving images and large items.
- Experience creating detailed work plans, budget and inventories is essential.
- Should be well organized, have strong attention to detail, independent workers and have intermediate to advance computer skills (database management software for museums, Microsoft office). Knowledge of PastPerfect5 database would be an important asset but not required.
- Should be to be able to lift 40-50 lbs.
- Have an established network of museum professionals.
- Membership with a professional association would be a definite asset.

## APPLICATION PROCESS:

Please submit your resume and cover letter in one pdf document along with your salary expectations. Please outline your specific work experience and education related to this position by June 11, 2021.

## SUBMIT TO:

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 Vice-President & COO  
 Canada's Sports Hall of Fame  
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